UNIVERSITY OF WESTMINSTER
LEADING THE WAY

NOTE: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.

JOB TITLE: Editing Technician

GRADE: NG5

REPORTS TO: Technical Team Leader, Production

PURPOSE:

To support the academic delivery of video/audio post production and editing within the DCDI, School of Art and School of Media and Communications, through the provision of a high quality customer-focused technical service to colleagues, students and external clients/users.

PRINCIPAL ACCOUNTABILITIES

1. To work as a member of a technician team delivering a range of customer-focused technical services within the Production/Post Production facilities of DCDI, School of Art and School of Media and Communications. Provide a clean and safe working environment and support for the core activities of the College and its users. (teaching, research and knowledge exchange)

2. To comply with all relevant Health and Safety requirements in the designated technical services area, monitoring and ensuring the safe usage of all equipment and materials by users.

3. To instruct users in, and carry out demonstration of, the safe and correct use of equipment, software and materials, on both an ad-hoc basis and during scheduled practical sessions throughout the year, maintaining appropriate records that this instruction has taken place.

4. To provide specialist technical support to academic colleagues and students during the preparation and delivery of practical classes (e.g. as part of the undergraduate or postgraduate curriculum, as part of support for

research projects, summer school or CPD/short-course activity). Such specialist technical support includes (but is not limited to):

  a. To instruct and support users of the post production facilities.
  b. To participate in the management of an effective room booking system used within the facilities.
  c. To participate in management of a maintenance system of equipment used in the facilities and teaching spaces.
  d. To deliver instructional workshops in the use of editing, colour grading, graphics and VFX software and workflows, including Avid Media Composer, Pro Tools, Adobe Premiere, After Effects, Apple FCP, Blackmagic Resolve and associated software.
  e. To carry out a range of administrative duties associated with the technical delivery of courses and modules supported.

5 To carry out the regular inspection and evaluation of equipment in the designated technical services area, to ensure that it conforms to required Health & Safety standards; To keep the designated technical service area in a clean, safe and fully operational condition.

6 To maintain an inventory of stock/materials in the designated technical services area, where applicable, and advising the Team Leader/Head Technician of re- order requirements, in a timely manner in order to maintain optimum levels at all times throughout the year.

7 To supervise, guide and induct colleagues and students, as and when required by the Team Leader/Head Technician, in the safe and correct operation of equipment and materials.

8 To participate in and contribute to relevant internal or external networks (e.g. Technician team meetings, user groups, committees, professional networks), as directed by the Team Leader/Head Technician. To undertake relevant continuous professional development activities to maintain up to date knowledge and skills in the designated specialism.

9 To contribute to writing technical guidance/manuals for users relevant to the designated technical service area and its equipment and provisions.

10 To undertake any other duties within their competence and appropriate to the grade, as required by the line manager or his/her nominee.

CONTEXT

The post holder will utilise their specialist post production/editing skills to provide support and instruction within the specialist suites and facilities of DCDI's, School of Art and School of Media and Communications. The post holder will deliver a responsive service to students, colleagues and courses including moving image, digital media production TV, Journalism, Film and Contemporary Media. Assisting students in their practical course work and supporting the day to day management of the post production, editing and colour grading facilities, ensuring that they are properly maintained and available when required.

The post-holder is expected to work closely with colleagues within and outside the section to maintain the highest quality of technical support and provide the best possible experience to College users (primarily students and academic and research colleagues) in the delivery of the College's core activities. The post holder will be expected to adopt a customer-centred approach and have a commitment to personal and professional development, demonstrating this commitment through undertaking regular continuous professional development activities.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

A willingness to engage with the creative and practical aspirations of students is essential, in order to guide them appropriately in the context of course learning outcomes, establishing technical procedures within the College and professional practice within the post production department.

The post holder will be expected to adopt a customer- centred approach and have a commitment to personal and professional development, demonstrating this commitment through undertaking regular continuous professional development activities.

DIMENSIONS
- The post-holder has no line management or budgetary responsibility but works as part of a team of colleagues supporting the core activities of the College.
- The post-holder is a user of the equipment/physical resources in the designated technical service area and ensures their safe usage in compliance with Health and Safety requirements.
- There may be restrictions on taking annual leave during busy periods and during term time.
- The normal working day is from 9:00am to 5:00pm, Monday to Friday. At certain times of the year it may be necessary to work outside normal working hours, including evening/weekends.
- Providing a quality service to students and academic colleagues ensuring maintenance of equipment and good housekeeping
- Co-ordination with academic colleagues and other technicians.

PERSON SPECIFICATION

Essential Criteria	Desirable
Qualifications	
Educated to degree level in Moving Image, Film, Television, Digital Media Production or professional industry training and experience achieved from working in broadcast television, film, post production, editing and colour grading facilities.	Relevant post-graduate or professional qualifications such as certified training in Avid, Adobe, Apple software. Avid T3 certification or demonstrable equivalent level of professional experience.
Knowledge and Experience	
Proven understanding of health and safety legislation, requirements and best practice in the context of TV, Film, Moving Image production/post Experienced in delivering instructional training workshops for Avid Media Composer, Pro Tools, Adobe Premiere, After Effects, Apple FCP, Blackmagic Resolve, related graphics and VFX software. Fluency on MAC and PC platforms. Traditional and NLE editing and post production systems, colour grading, hardware/software, file management, workflows, server systems using Mac/PC platforms Experience in maintaining post production computer suites and administration of servers. Knowledge of industry colour standards, codecs, colorimetry calibration/video line-up principles Experience of working successfully as a member of a customer-facing team.	Previous experience in a technical role within a higher education environment Experience of contributing to the content of supporting documentation (e.g. manuals/guidance) Experience of creative and technical editing at a professional level. Knowledge of DIT film and digital cinema camera file management and workflows.
Aptitude and Abilities	

Excellent IT skills including word processing, spreadsheets, and database, server management	
Excellent skills in editing, colour grading, graphics and VFX related software and hardware.	
Excellent interpersonal skills with the ability to communicate information effectively (either verbally or in written form), and articulate complex issues in a manner which is clear and concise.	
Excellent planning skills, with attention to detail and the ability to meet deadlines and work well under time constraints and other pressures.	
Ability to work both independently and in a team environment.	
Personal attributes	
Accurate colour recognition	
A customer-focused approach, and the ability to demonstrate this approach in personal working practices.	
A commitment to continuous personal professional development.	
The flexibility to adapt in an ever-changing sector.	
Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.	